

National Agricultural Research, Extension, Education, and Economics Advisory Board

REE Advisory Board Office
Room 344-A Whitten Building
U.S. Department of Agriculture
1400 Independence Ave., SW
Washington, DC 20250-2255

Mailing Address:
STOP 0321
1400 Independence Ave. SW
Washington, DC 20250-0321
Telephone: 202-720-3684
Fax: 202-720-6199

DRAFT MINUTES Executive Committee Conference Call

Thursday, October 16, 2008, 11:00 a.m. – 12:00 p.m. EST.

Executive Committee Members Present: Dr. Martin Massengale, Chair; Mrs. Carol Keiser-Long; Dr. Edward Runge

Executive Committee Members Absent: Dr. Walt Armbruster, Dr. Mary Wagner; Mrs. Marianne Smith-Edge; Dr. Gale Buchanan, REE Undersecretary (ex-officio)

Invited Members: Tom Rosol

NAREEE Board Staff: Mrs. Karen Hunter, Executive Director, Mrs. Shirley Morgan Jordan Program Support Coordinator



I. Roll Call of Members and Invitees

Karen Hunter, Executive Director called roll of the Executive Committee members.

II. Comments and Welcome

Dr. Massengale commented on the activities since the last teleconference. Dr. Massengale and Dr. Armbruster had a teleconference with the work group chairs to discuss the agenda for the November 12-14, 2008 meeting. Tom Rosol lost one member from the Invasive Species Work Group (Randy McMillan). Dr. Massengale indicated that he had asked Terry Wolf to serve on the Work Group and Wolf accepted. Tom Rosol will coordinate with Terry Wolf and include him in their Work Group activities. He also asked Shirley Morgan-Jordan for assistance in setting up several teleconference calls for his group. Dr. Massengale suggested that the invited speaker for the Invasive Species Work Group make his presentation in the afternoon instead of the evening. Tom Rosol has been in contact with Bill Dickerson (APHIS) who has indicated his interest in making a presentation on this subject. Massengale asked Tom Rosol to check with Dickerson about his availability for a Wednesday afternoon presentation to the Board. The tentative agenda is as follows: Wednesday morning orientation from 10 a.m.–12 p.m., followed by lunch and a 1:00 p.m. start with the Board business meeting, followed by a presentation by

Fred Cholick. Wednesday afternoon will be set aside for the Invasive Species Work Group. The goal will be to finish up by 6:00 PM. On Thursday, November 13, 2008, Adela Ramos will speak after breakfast, followed by the Commodity Crops Work Group presentation and discussion. After lunch on Thursday, Secretary Edward Schafer will provide remarks. The Poultry Work Group will present Thursday afternoon and the Renewable Energy Work Group will present Friday morning. Dr. Massengale recommended that each work group be prepared with several discussion questions to start the flow of conversation.

Dr. Massengale also commented that Dr. Buchanan had provided the responses to the Relevancy and Adequacy and Entrepreneurship reports. Dr. Massengale will send a letter of response to Dr. Buchanan as well as provide copies of the responses to the Board for any discussion or questions during the November Board meeting.

III. Comments from Dr. Buchanan

Dr. Buchanan was not available for the teleconference.

IV. Update on Committee Activities and Reports

Specialty Crop Committee Activities

Dr. Massengale provided a brief report on behalf of Dr. Armbruster. The draft for the 2008 Specialty Crop Annual Report (detailing the 2007 listening sessions in Modesto, CA) is in Dr. Armbruster's hands. It is Dr. Armbruster's intent to have the draft to the Executive Committee for review within the next 10 days, and have the report ready for final full Board approval at the November meeting. Then Dr. Armbruster and his committee plan to begin summarizing the notes and recommendations from the 2008 Washington State and New York State listening sessions.

Peer Review Committee Activities

Ed Runge provided comments for the Peer Review Committee. He emailed Robin Douthitt and Joe Layton to inquire if they were available to attend one of the remaining ARS peer review sessions of the calendar year. Dr. Douthitt has not committed yet, but Joe Layton has selected a review to attend. Dr. Runge commented that it was beneficial for committee members to attend a cross section of reviews, to be able to gain multiple perspectives on the process. The reviews are grouped by subject matter area—most of the reviews in the Fall of 2008 are focused on the food/nutrition area. Dr. Runge also stated that he would work with Tom Fretz to develop an outline for the draft of the committee report.

Relevancy and Adequacy Report

Dr. Massengale commented that the Board would need to appoint a new chair for the Relevancy and Adequacy Report for 2009. The report needs to be formatted differently. In its current format it is difficult for agencies to respond.

Renewable Energy Committee Activities

Carol Keiser-Long reported that the Renewable Energy Committee held a teleconference last week. They are currently working on a framework to try and assess what is missing in the renewable energy area and hope to identify some new directions. Another conference call is scheduled for October 16, 2008. The committee is planning for a face to face meeting in early December, potentially in tandem with the Biomass Research and Development Initiative Technical Advisory Committee (BRDI TAC) winter meeting in early December. The Renewable Energy Committee's first report is due to the Secretary on February 28. A stakeholder summit is tentatively planned for next spring. For the November meeting, Carol Keiser-Long will be providing a practical perspective on renewable energy and David Thomassen will be providing a scientific perspective. The white paper will be structured to provide agency administrators with a summary of what the committee has learned to date, what gaps have been identified and how those gaps are being addressed, and how the committee plans to identify and avoid duplication of efforts. Each work group member is also planning to have at least two questions for the agencies to help start the discussion.

Educating the Future Work Force for Agriculture, Natural Resources, and Related Areas Report

Karen Hunter reported that the final report was submitted to the Secretary on September 30, 2008 and met the fiscal year deadline.

V. Board Nominations

Karen Hunter reported that the appointment of the nominees was complete. Secretary Edward Schafer appointed 6 members—2 re-appointments and 4 new appointments. An email was sent to the full Board naming the new members and welcoming them.

VI. November Full Board Meeting

Karen Hunter confirmed meeting dates of November 12-14, 2008. Details regarding agenda items are outlined in Section II. Comments and Welcome.

VII. Future Meeting Dates for Committee and Full Board Meetings

The spring full Board meeting is scheduled for April 28-30, 2009 at the Doubletree Hotel in Washington, DC. The fall full Board meeting is not yet scheduled, but hotels are being checked for availability in the last two weeks of October, 2009. The next spring meeting is tentatively scheduled for March of 2010. The Specialty Crops Committee is tentatively planning a listening session in Florida sometime during the spring of 2009. The Renewable Energy Committee is tentatively planning their first stakeholder meeting for late spring of 2009.

VIII. Travel Arrangements for Future Meetings

Karen Hunter reported that she would like to provide Board travelers with the General Services Administration listing of city pairs and contract fares for air travel. The goal is to increase the efficiency within the NAREEE Advisory Board office by allowing travelers to use the city pair website to check flight schedules and provide Shirley with their top three preferred flights for each trip. This would greatly reduce the amount of time that is spent on the phone coordinating schedules with travelers.

Ed Runge asked about non-refundable tickets and whether or not the tickets could be booked. Karen indicated that it is possible to book non-refundable tickets, but that if anything should cause the traveler to not use the ticket or need to change it, the change fees and ticket cost could not be reimbursed. Runge also pointed out that with the large cost difference in contract versus non-contract fares, it would be wise to select stakeholder meeting locations based on which cities had contract fares available.

IX. Tentative Schedule for FY 09 Executive Committee Meetings

Karen Hunter proposed setting the FY 09 Executive Committee meetings for the third Thursday of the month at either 11 or 12:00 Eastern time. Lately there has been a decrease in attendance for the conference calls, but Dr. Massengale commented that it may be because several members were ending their terms on the Board. The point was raised that it probably more useful to poll the individuals not present and the new Executive Committee members to determine if some other time is more convenient for them to meet. Carol Keiser-Long also emphasized that Executive Committee members should be available the majority of the time to meet, otherwise they really aren't serving the capacity required. Dr. Massengale agreed and stated that the same concept should be applied to the full Board meetings. When the new Executive Committee is selected during the November meeting, the tentative schedule of meetings and times will be discussed, as well as the importance of availability to meet regularly and fulfill Executive Committee duties.

X. Other

This will be the last Executive Committee conference call until December.

The date for the next Executive Committee Conference Call will be determined after the November full Board meeting.

The meeting adjourned at 12:10p.m.

MARTIN MASSENGALE
Chair

Karen Hunter
Executive Director

APPROVAL BY ADVISORY BOARD: _____
Date

Initials
Chair

Initials
Executive Director